



EMPLOYMENT OPPORTUNITY

CITY OF COVINA

POLICE OFFICER

LATERAL ENTRY

OPEN CONTINUOUS RECRUITMENT

| STEPS: | A | B | C | D | E |
|--------|---------|---------|---------|---------|---------|
| | \$4,358 | \$4,576 | \$4,805 | \$5,045 | \$5,297 |

THE POSITION:

Under general supervision, a Police Officer patrols an assigned area in the prevention of crime and the enforcement of law and order; carries out special assignments in the protection of life and property; and does related work as needed.

REPRESENTATIVE DUTIES:

Patrols an assigned area in a police unit, on a motorcycle, on a bicycle or on foot in order to enforce laws and regulations; makes arrests, issues citations and gives verbal warnings; answers radio calls and responds to routine and emergency calls and complaints; initiates enforcement activity directed toward preventing crime; checks the security of commercial, public and private property; investigates suspicious vehicles or persons; provides traffic enforcement and education; directs traffic; conducts initial and follow-up investigations including the gathering, labeling and preservation of evidence and the questioning of suspects and witnesses; writes thorough and accurate police reports documenting investigative findings; searches, maintains and transports prisoners; testifies effectively in court proceedings and works cooperatively with other components of the criminal justice system; acts as departmental representative in the community; counsels and educates the community; provides information and referrals in non-criminal situations; Field Training Officer, Detective, Motorcycle Officer or other staff assignment; works on a rotating shift basis.

MANDATORY REQUIREMENTS:

Possession of a Basic P.O.S.T. Certificate and current employment as a Peace Officer within the State of California with at least twelve (12) months of continuous full-time employment. Graduation from high school or equivalent, preferably supplemented by additional college-level courses in police science, administration of justice, public administration or a related field. Must possess and maintain a valid Class C, California driver license. Must be a U.S. citizen or permanent resident alien who is eligible and has applied for U.S. citizenship. Age: 21 years of age or older at time of appointment. Hearing: Normal and uncorrected. Vision: 20/20 corrected in both eyes, free from color blindness. Height & Weight: Must be in proportion as recommended by a medical chart. A felony conviction will automatically disqualify an applicant from further consideration. After appointment, an employee shall not generally allow any tattoo, brand, unauthorized ornamentation, or scarification on their body to be visible while on duty.

FILING INFORMATION:

All applicants must submit a completed City of Covina application, a current resume, a copy of their Basic P.O.S.T. Certificate, and a copy of any additional training certificates or other documents that pertain to the applicant's qualifications.

SELECTION PROCESS:

All applications will be reviewed for relevant education, experience and other job related qualifications. Those candidates possessing the mandatory requirements will be invited to appear for a Qualifications Appraisal Panel to establish an eligibility list. The top three candidates will be invited to interview with the appointing authority for final consideration. A complete background investigation, a psychological examination and a medical examination including drug screening will be performed prior to final hiring. Failure during any phase of the selection process constitutes failure of the entire process. Appointees are subject to a one year probationary period.

-OVER-

IMPORTANT EMPLOYMENT INFORMATION

APPLICATIONS

Forms may be obtained and must be filed at the Human Resources Department. Applications must be completely filled out and must clearly show that all requirements are met. All statements are subject to verification. Special assistance with the application process is available upon request. If you need assistance or have any questions on the application process, please stop by the Human Resources Department or call (626) 858-7221.

MEDICAL EXAMINATIONS

Before appointment to full-time and some part-time positions, a candidate must successfully pass a medical examination and controlled substance abuse screening examination administered by the City's examining medical group. Some candidates may be required to pass a psychological examination and polygraph test.

HIRING PROCESS

Eligibility lists, normally in effect for one year, are established by ranking candidates according to the percentage scores they receive in the first phase of the selection process. When a position is to be filled, the hiring department will make a selection from among the top three names on the eligibility list. Those candidates not selected will remain on the list in the event a future vacancy occurs.

IMMIGRATION REFORM ACT OF 1986

In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing the required documents at time of hire.

VETERANS' PREFERENCE SYSTEM

Effective January 1, 2002, the City of Covina instituted a Veterans' Preference System. The system allows for five additional points to be added to the final score of a candidate after passing all the required examinations and prior to the establishment of an eligibility list. Preference points will be awarded on entry-level open recruitments only.

EQUAL OPPORTUNITY EMPLOYER

The City of Covina is an Equal Opportunity Employer. The City does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

DISCLAIMER

This employment information may vary for certain classification specifications. For further information concerning any of the above, contact the Human Resources Department. The provisions of the bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

SALARY INCREASES

Salary step increases are given based on merit and performance of an employee as recommended by the employee's supervisor and/or department head. Employees are normally started at "A" step.

CITY PAID BENEFITS

- o 104 hours vacation yearly to 208 hours after 21 years of service.
- o 96 hours of paid sick leave yearly.
- o 13 paid 8 hour holidays yearly.
- o Membership in the Public Employees' Retirement System (PERS) 3% at 50. The City pays all of the employee's share of 9%. This contribution is refundable to the employee after separation and upon application to PERS.
- o City contributes \$575 per month per employee as a flexible benefit to be used for medical, dental, supplemental life insurance, or deferred compensation.
- o City paid life insurance.
- o \$600 annual uniform allowance
- o Credit Union for savings and low interest rate loans.
- o Deferred Compensation program to reduce employee income tax liability.
- o The City does not participate in the Social Security System for full-time employees.
- o 1.45% federally mandated deduction for Medicare.

WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY

CITY OF COVINA

HUMAN RESOURCES DEPARTMENT

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